

Admissions

Record Retention Plan

Updated 10-20-06

Type of Record	Description	Retention Period	Person Responsible	Format	Location
Database - Permanent	BBX rosters, unsuccessful applicant information	Permanent	Admissions Director/IS	Electronic	Server
Database – Not Permanent	Successful applicant information	Until admission	Admissions Director/IS	Electronic	Server
Applicant Files	Records documenting applications for admission to practice and include applications, background check information, correspondence, examination results, and related documents	(a) Successful applicants: 10 years (b) Unsuccessful applicants: 30 years	Admissions Director	a) Electronic b) Hard copy for 5 years and then electronic	a) Server b) Server

Type of Record	Description	Retention Period	Person Responsible	Format	Location
Contested Case Files	Records documenting challenges by applicants who are denied admission including pleadings, discovery, court opinions and related documents	Permanent	Admissions Director	Electronic	Server
Examination Materials	Copies of previous examinations including questions by topic, issues outlines, answers and critiques; instructions for applicants and graders and grader manuals	Permanent	Admissions Director	Electronic	Server
Examination Results	Records documenting the results of examinations including individual scores and statistical data (including MPRE)	Permanent	Admissions Director	Electronic	Server

Type of Record	Description	Retention Period	Person Responsible	Format	Location
Applicant Exam Booklets	Records containing applicant answers to essay exam questions	(a) Successful applicants: 1 year (b) Unsuccessful applicants: 3 years	Admissions Director	Hard copy	Admissions Office or off-site
BBX Records	Records documenting meetings and activities of the BBX including agendas, minutes and exhibits (including final budgets)	Permanent	Admissions Director	Electronic	Server
Correspondence	Records documenting general (not applicant-specific) correspondence relating to the admissions process including exam and ceremony arrangements and activities of the BBX	3 years	Admissions Director	Hard copy	Admissions Office

Type of Record	Description	Retention Period	Person Responsible	Format	Location
Admissions Rules	Records document the adoption and amendment of the Rules for Admission including BBX proposals and final orders	Permanent	Admissions Director	Electronic	Server